



Department of Housing and Community Development

November 1, 2007

NOTIFICATION OF VACANCY

COMMUNITY DEVELOPMENT PROGRAM

POSITION #00300

ADMINISTRATOR

(Program Administration Specialist II)

LOCATION:

DHCD

501 N. 2ND STREET

RICHMOND, VA 23219

HIRING RANGE:

\$40,000 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development located in Richmond, is seeking a Program Administrator within the Office of Community Capacity Building (OCCB) to design and deliver high quality training and provide technical assistance to targeted organizations and communities throughout Virginia. The selected candidate will be responsible for the creation, delivery and evaluation of programs to increase capacity in developing and maintaining affordable housing, community and economic development activities in targeted communities; assist in the development and improvement of new/current training materials, delivering training programs; interpreting state and federal policies related to the overall mission of OCCB and its resulting programs and to establish cooperative working relationships, peer learning and resource brokering.

QUALIFICATIONS GUIDE:

Extensive experience working with nonprofit organizations or citizens coalitions on economic development and community development activities. Considerable experience in organizational development, board development, strategic planning, small business and/or nonprofit management and affordable housing development. Considerable knowledge and experience in designing and conducting training workshops, making technical presentations, facilitating group discussion and evaluation methods. Knowledge of state and federal housing loan, grant programs, grant management and monitoring. Experience in developing capacity building strategies and how to evaluate their impact within specific communities. Experienced helping to form and strengthen partnerships between the business communities, local and state government, education and nonprofit sectors to work cooperatively on community and economic development issues. Demonstrated ability to work effectively, both independently and on a team; and to communicate effectively orally and in writing. Strong organizational skills with the ability to manage multiple projects and assignments. Experience with grant management and monitoring. Must have interpersonal skills and the ability to work collaboratively. Knowledge and use of a PC, spreadsheet software, internet resources and electronic data transfer to perform work responsibilities. Graduation from an accredited college or university with a degree in planning, public administration or related field is preferred or equivalent level of experience and training. Valid driver's license and overnight travel is required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.

*For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*